

OVERVIEW

This topic demonstrates how to create a class note that will display on the Class Details screen when students look at the schedule of classes.

Class Notes are used to convey information to students that is not conveyed through the course description. For example, an instructor may want to include a note that an assignment is due on the first day of class, or that the class meets off-campus after its first meeting.

After Print = ✓

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
6. The **Basic Data tab** appears. Click the **Notes** tab.

Before making changes, please make sure that you are viewing the correct class section by looking at the **Class Section** field.

If necessary, use the arrow button in the box header to locate the correct section.

7. The **Free Format Text** field can be used to type a note about that class that will appear in the schedule of classes that is used by students, instructors, and staff.
8. Notes can also be created and permanently stored on the Class Notes table by the University Registrar. To select a note from the Class Notes table, click the **Look up Note Nbr** icon.

Important: It is not a good idea to use another department's note, because a note can change at any time at the request of the academic organization that owns it.

9. Select the appropriate note from the search results.
10. The note appears in the **Note Nbr** text box.

To remove a note from a class, click the **Delete Row** button, which looks like a minus sign.

11. The note cannot be changed in the **Note Nbr** text box. To change the note, click the **Copy Note** button
The note copies to the **Free Format Text** field where it can be edited as necessary.

Please note: To permanently change the format of a permanent note, please contact the Registrar's office at courses@case.edu.

12. Click **Save**.

The note will appear in the schedule of classes on the **Class Details** screen. This completes the process of creating a class note.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.